# ACE Assessment Digest
### OFFICE OF ASSESSMENT FOR CURRICULAR EFFECTIVENESS

**ACE Assessment Digest | January 2026**

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## New Resource: AI Tools and Prompts to Support Program Assessment Activities

AI tools have the potential to support a variety of program assessment activities throughout the assessment cycle. Our new AI Tools and Prompts to Support Program Assessment Activities resource is intended to help WSU programs and faculty explore these new opportunities in the context of program-level learning outcomes assessment activities. For each of the provided prompts, you'll find a description of the intent of the prompt, the output it is designed to generate, any information you'll be asked to provide, and a document with the prompt text to copy and paste into WSU Copilot Chat.

Currently available prompts include:

- Program SLO development and feedback
- Assessment plan development and feedback
- Open-ended survey response analysis
- 2025 Annual program assessment reporting narrative development

We are also available to collaborate with undergraduate degree programs interested in exploring the use of AI to support program assessment activities; contact us for additional information.

## Support for 2025 Undergraduate Program Assessment Reporting

WSU undergraduate programs are responsible for reporting annually on program-level assessment, submitting a report during the open reporting window — **anytime from mid-Dec 2025 through Feb 2026**. Undergraduate programs will again use Qualtrics to submit their 2025 annual report about program assessment conducted during the 2025 calendar year (Jan 1 – Dec 31) and program assessment coordinators received emails from ace.office@wsu.edu in mid-December with unique links to access the Qualtrics form.

If you'd like to discuss preparing your program's report or to schedule a working session, please contact us. Two new AI prompts are also available to help program assessment coordinators develop and organize the narrative responses in their annual report, see our new AI Tools and Prompts page.

One goal of WSU's annual undergraduate program assessment reporting is to document regular assessment activities and uses as required by our institutional accreditor, the Northwest Commission on Colleges and Universities (NWCCU). Reports submitted by undergraduate programs in recent years, as well as the reports due in February about 2025 activities, will provide key evidence to demonstrate an effective, regular, and comprehensive system of assessment of student achievement.

## Short Video: Keston Fulcher's Assessment 101 for Higher Education

Working with faculty that are new to program learning outcomes assessment? Keston Fulcher from James Madison University's Center for Assessment and Research Studies covers the fundamentals of assessment in higher education in a short video.

## Spring 2026 Faculty Development Opportunities from WSU's Learning Innovations Team

WSU's Learning Innovations team is offering several virtual learning opportunities for the Spring 2026 semester, including sessions on integrating AI into teaching and assignments, instructor presence, and metacognitive strategies. These sessions are primarily geared towards Global Campus faculty/courses, but all faculty/staff are welcome to attend. See their Learning Opportunities page for details and to register.

## Recognition of Program Assessment Activities in Faculty Annual Review

WSU's faculty manual provides recognition for faculty participation in program-level assessment in the annual review process, as part of Teaching or Service accomplishments, depending on the activity. This aligns with the university's EPPM policies on assessment, which include recognizing assessment work in annual review at all levels.

Additionally, Activity Insight includes drop-down menus and prompts for reporting assessment activities connected to teaching and curriculum in the *Teaching/Mentoring* section, as well as the ability to report work coordinating assessment and serving on related committees under *Service*. For more information, see the Office of the Provost's Activity Insight/Faculty Success Reference Guide.

## FYI – Calendar of Spring 2026 Dates Related to Program Assessment

| Month | Date | Activity |
|---|---|---|
| **Dec** | **Mid Dec** | Program assessment coordinators receive an email from ACE with a unique link to their 2025 Undergraduate Program Assessment Reporting form in Qualtrics. Assessment coordinators can submit their report during the open reporting window — **anytime from mid-Dec 2025 through Feb 2026**. |
| **Jan** | **9th** | Fall 2025 [CAPS] Assessment Reports for UCORE are due (i.e., reporting closes). |
| | **12th** | First day of instruction for the spring term. |
| **Feb** | **1st** | Spring submission deadline for major Curricular Change Requests for new and revised courses. |
| | **Early Feb** | Fall 2025 [CAPS] instructors receive a pdf copy of their [CAPS] Assessment Report for UCORE from UCORE via email. *Note: Typically, assessment in a [CAPS] course for majors can contribute toward degree program-level assessment of student learning – see our resource related to [CAPS] Assessment Reporting for UCORE as part of degree program assessment.* |
| | **10th** | Deadline for undergraduate students to drop a course without record. |
| | **Late Feb** | Spring 2026 [CAPS] instructors receive an email from UCORE with initial information about [CAPS] Assessment Reporting for UCORE for the spring term. |
| | **28th** | 2025 Undergraduate Program Assessment Reports are due (i.e., reporting closes). Assessment coordinators (or another knowledgeable assessment contact) need to be available to answer questions **until March 31**. |
| **April** | **10th** | Deadline for undergraduate students to withdraw from a course. |
| | **Mid to Late April** | Each program will receive a PDF copy of their final 2025 Undergraduate Program Assessment Report from ACE for their continued use and archive. |
| | **Late April** | Spring 2026 [CAPS] instructors receive their link to the [CAPS] Assessment Reporting for UCORE form in Qualtrics via email (i.e., reporting opens). |
| **May** | **1st** | Last day of instruction for the term. |
| | **12th** | Final grade submission ends. |
| | **15th** | Spring 2026 [CAPS] Assessment Reports for UCORE are due (i.e., reporting closes). |

## ACE Support for Program Assessment Efforts

We work with colleges and programs to assess student learning towards the improvement of undergraduate degree programs. ACE also provides learning outcomes assessment support for university-wide undergraduate education, serving all colleges, campuses, and UCORE general education. See What We Do and Our Services for more information.

ACE's Assessment Specialists are happy to answer any questions and consult with programs on their assessment efforts! For information about who to contact, see our ACE Staff page.